

AllPlay Web Quick Start Guide

1 Launching AllPlay Web

1. Download and install the AllPlay Web software from: www.learningware.com/allplayweb.html
2. On the Welcome Screen choose "Create New Game Library," and follow the on-screen prompts to name and save your library.
3. After registering the software you'll see the welcome screen where you can open existing libraries or the sample library. But to begin, select Create New Game Library.

Library: The file where your games and questions are stored. You can have an unlimited number of games in a library, and an unlimited number libraries.

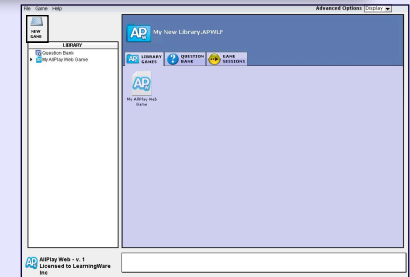
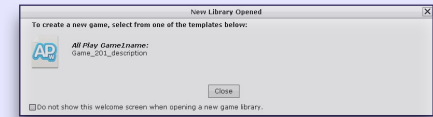


2 Creating a New Game

Games can be created in two ways:

1. After creating a new AllPlay Web library, you have the option to create a new game.
2. If you are already in AllPlay Web, click on the "New Game" icon.

After naming your new game, you will be taken to the Main Game Creator screen.

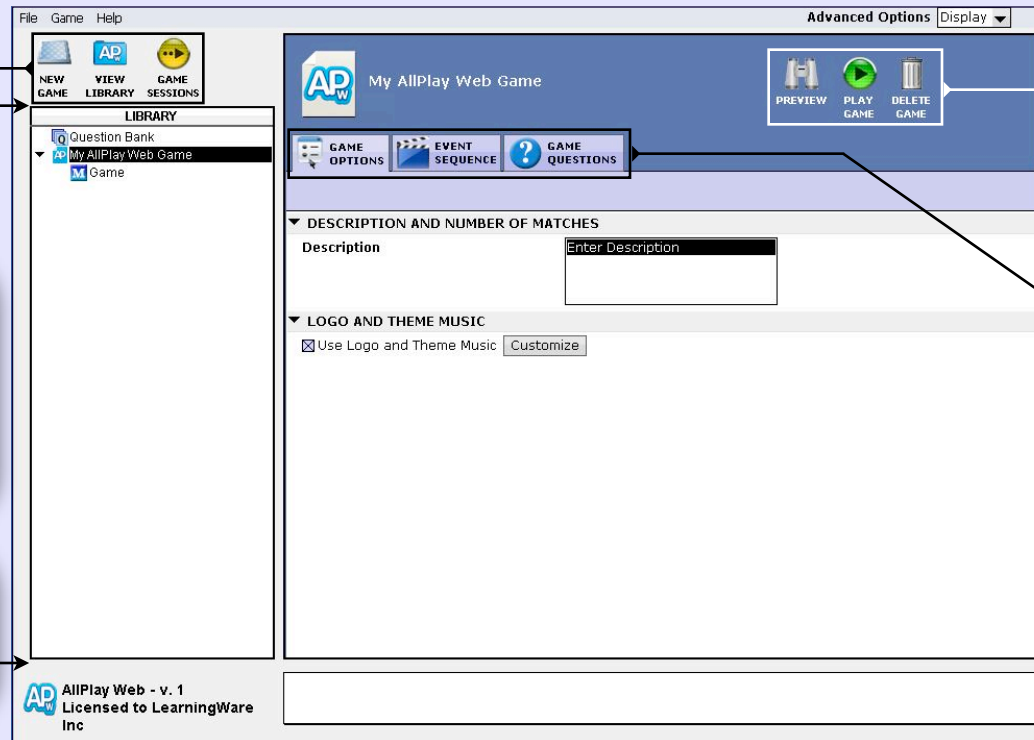


3 The Main Screen

This screen is where you prepare AllPlay Web games.

These **Quick Jump Buttons** allow you to toggle between all of their games in the library, creating a new game and reserving a game session.

The **Library Tree** shows your question bank and all of that library's games.



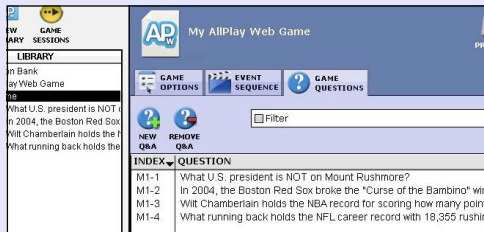
These **Quick Jump Buttons** allow you to preview the game without players, launch the game in a game session or delete the game.

The **Game Options, Event Sequence and Game Questions** tabs are where you set all of AllPlay Web's customizable features.

Creating, Editing and Formatting Questions

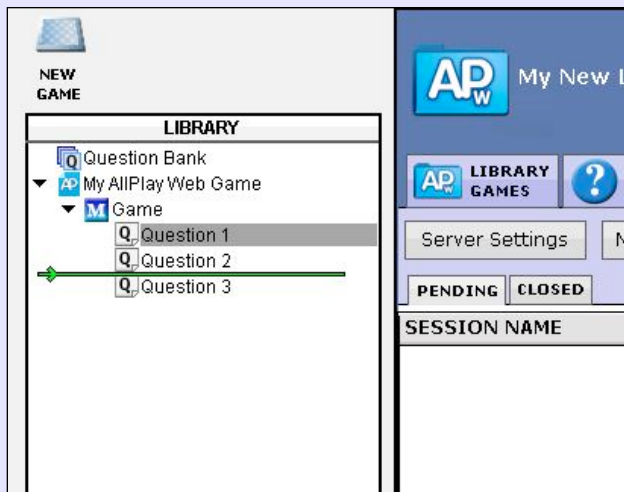
4 Create New Questions

1. On the Main Game Creator screen click on the "Game Questions" tab.
2. This tab shows all of the game's questions. To create new questions click on "New Q&A."



Note: Questions created for one game are automatically stored in the library's Question Bank to be shared among all of a library's games.

7 Moving Questions Around



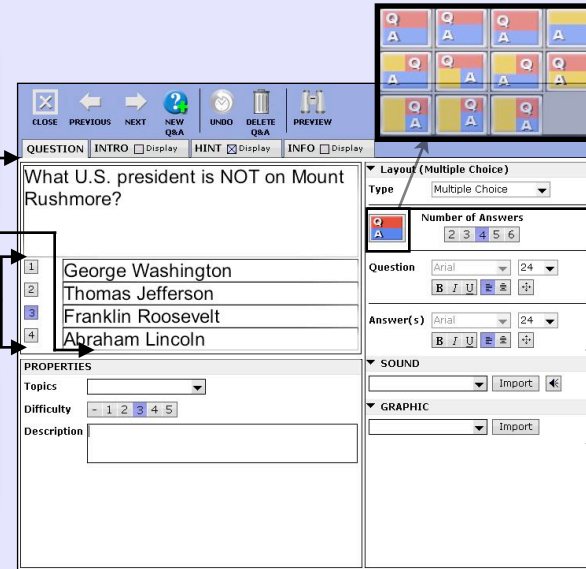
To change the question order:

1. Click and hold on the desired question
2. Drag the question to its new location in the Library Tree.
3. Drop it.

5 The Question Editor

Type in your question and possible answers in the **Question and Answer Text Boxes**.

To set the correct answer click on the correct answer's corresponding numbered box.

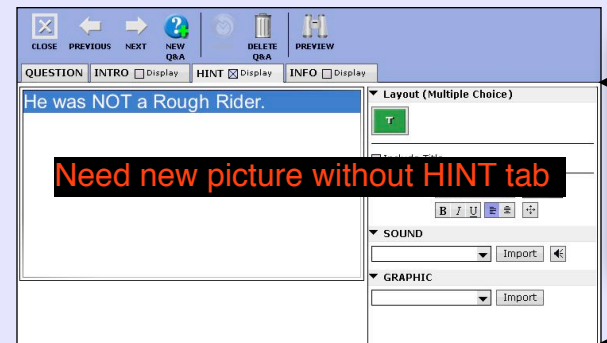


To change the **Layout Format:** Click here to change the question layout giving questions and answers more screen space or to add pictures.

To add sound or graphics to your questions select **Import** and choose a file from your computer.

6 Intro, Info and Hint Tabs

The INTRO and INFO tabs allow you to supplement questions with information before, after or even during a question.



As with the main QUESTION tab in the question editor, you can change the appearance of your info, customize the text and add sounds and graphics.

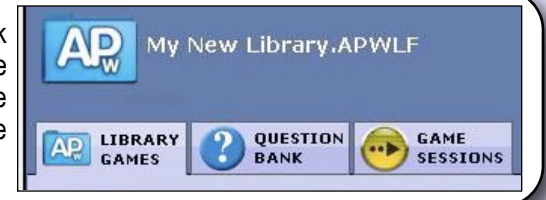
Game Sessions

8 Reserving a Game Session

The next step in creating your AllPlay Web Game is reserving a Game Session. This generates a keypad URL and stores the game data on www.allplayweb.com.



Click on the Game Session Quick Jump button on the Main Game Creator screen OR select the "Game Session" tab from the Main Library Screen.



2 Click on the New Session button and input the desired session information including:

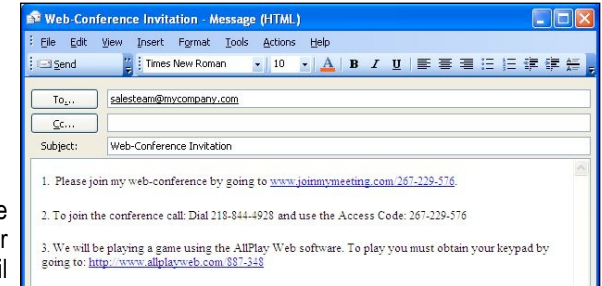
- The Session Name
- The Number of Teams
- The Team Names
- Whether players will choose their team manually or be randomly assigned to a team

A screenshot of the 'Session Information' form. It includes fields for 'Session Name' (My APW Session), 'Number of Teams' (1, 2, 3, 4, 5), 'Team Names' (Team 1, Team 2), 'Team Selection' (Auto), and 'Keypad URL' (http://www.allplayweb.com/887-348). Buttons for 'Delete Session', 'Cancel', 'Save', and 'Launch Game' are at the bottom.

Then choose to either save the session in your "Pending Sessions" or launch the session to play your game right now.

3 To invite attendees:

- Copy the keypad URL from the Session Information screen.
- Paste the URL in your webinar email invitation.



4 If you saved your session, it will be located in the Pending sessions tab where you will be able to Edit or Launch it.

A screenshot of the 'Pending Sessions' tab in the AllPlay Web interface. It shows a table with session details and buttons for 'Edit' and 'Launch'.

SESSION NAME	ID		
My APW Session	1616	Edit	Launch

Note: After playing a game, the game's session is stored in the **Closed** sessions tab. Click "Review" to view the session's game data on AllPlayWeb.com.

5

A screenshot of the 'Launch Session' dialog box. It prompts the user to 'Select an AllPlay Web game to play in this session.' and shows a dropdown menu with 'My AllPlay Web Game' selected. Below is a 'Keypad URL' field with the value 'http://www.allplayweb.com/887-348' and a 'Copy' button. 'Cancel' and 'Continue' buttons are at the bottom.

Once you launch the session select the AllPlay Web game you want to play from the drop down menu and copy the Keypad URL to paste in your webinar chat window. This serves as a secondary way for attendees to access a keypad if they misplaced their invitation.

Playing a Game

After Launching the Game

After launching your game in a game session you will see an information screen showing users how to setup the location of their keypads and web conference windows.

The Host's Screen is where the game questions and answers will be displayed.

Do NOT click on this screen to submit your answers.

Answer questions using the keypad.

The keypad's default location is the lower-right corner. It can be repositioned.

Question: ?

A Answer
B Answer
C Answer
D Answer

Player Keypad: A B C D

The Player Keypads

Players should fill in the fields on their keypads to identify themselves during the game and in the stored results on www.AllPlayWeb.com

Fill out the following and click Play!

First Name

Last Name

Email

CLEAR

OK

The Sample Question

Before your game officially begins there will be a sample question so everyone can become familiar with the game play.

This was the first television mini-series:

- 8 Rich Man, Poor Man
- 20 North and South
- 96 Pride and Prejudice
- 57 Lonesome Dove

Scores Question info

R | responses T | tally scores Next

The Navigation Bar, Screen Tabs and Gameplay Screens

What running back holds the NFL career record with 18,355 rushing yards?

A Walter Payton
B Emmitt Smith
C Jim Brown
D Barry Sanders

Scores Question

B | begin polling

After you Begin Polling the progress bar will update as users answer on their keypads showing how many people have answered.

6 of 10 B | begin polling E | end polling R | responses C | show correct T | tally scores Next

After you've ended polling select the Responses navigation button to show how people responded and the Show Correct button to reveal the correct answer. These two features can also be displayed simultaneously.

30 Walter Payton
80 Emmitt Smith
40 Jim Brown
33 Barry Sanders

R | responses C | show correct T | tally scores Next

Scoreboard

Team 1	33%	11
Team 2	68%	68
Team 3	40%	40
Team 4	53%	53
Team 5	0%	0

Scores Question

B | begin polling E | end polling R | responses C | show correct T | tally scores Next

To toggle between the Scoreboard, and the Question and supplemental info screens click on the purple screen tabs.

Scores Question info

B | begin polling E | end polling R | responses C | show correct T | tally scores Next

After showing the correct answer and responses, display the scoreboard by selecting Tally Scores, which will also show the scores on the players' keypads.